## City of Saint Paul Department of Safety and Inspections

## Requirements for the Sale of Registered Vacant Buildings

Category 1	Category 2	Category 3
The seller must:	The seller (or prospective buyer) <b>MUST</b> :	MAY NOT BE SOLD
* Obtain a Truth-in-Sale of Housing report to market	Register or re-register     ownership	<u>Unless you obtain one of</u> <u>these three certificates:</u>
the property.  The buyer (and/or seller) must:	<ul><li>2. Pay outstanding fees</li><li>3. ** Obtain a code compliance report</li></ul>	Certificate of Occupancy     OR
<ol> <li>Register or re-register ownership</li> <li>PLUS</li> <li>Pay outstanding fees</li> <li>Comply with existing or outstanding orders for legal occupancy</li> </ol>	<ul> <li>4. Submit for approval: a cost estimate by a licensed contractor for completing the code compliance, AND a schedule for completion of all code compliance work</li> <li>5. Submit proof of financial capability: e.g. performance bond, escrow account, or other proof accepted and approved by the City</li> </ul>	2. Certificate of Code Compliance  OR  3. Fire Certificate of Occupancy

<sup>\*</sup> A TISH report is required to market a category 1 vacant building.

## **Definitions of Categories of Vacant Buildings:**

Category 1	Category 2	Category 3
Unoccupied and unsecured OR Unoccupied and secured by other than normal means OR Unoccupied for one (1) year with history of nuisance orders (not necessarily boarded)  FIRE EXEMPT – Category 1 Unoccupied due to fire damage - Vacated OR - Condemned	Unoccupied and secured by other than normal means (boarded)  AND  - Condemned as UHH (uninhabitable)  OR  - Condemned or vacated by Fire C of O  OR  Unoccupied with multiple violations of housing and building code (based on inspection by VB or HCE staff)	Unoccupied and declared nuisance building for:  - dangerous structure OR  - Condemned with conditions constituting material endangerment OR  - Has multiple violations with conditions constituting material endangerment

<sup>\*\*</sup> A TISH report is required for marketing purposes if the property is offered for sale prior to obtaining the code compliance.